

Information Services Board Briefing Paper on the ISB Core Systems Subcommittee

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Description

The Board will receive an update on recent accomplishments of the ISB Core Systems Subcommittee, discuss the Subcommittee charter and vote on its adoption.

Background

- In September 2001, the ISB formed a Subcommittee on Core Systems. Its purpose was to place more focus on Core System investment proposals than was possible in Board meetings, and to develop an enterprise approach to Core System investment decisions.
- In December 2001, the Academy convened a work session including ISB Subcommittee members, agency Executives and IT Managers to identify key factors to consider when evaluating Core System investment proposals. Results of the work session indicated that a consistent decision making framework could be developed.
- In January 2002, a draft framework and some fundamental tools were presented to the same initial group of stakeholders. They gained consensus on the concept and toolsets. Participating agencies were asked to review the draft framework using actual projects to test its usefulness and recommend improvement.
- By March 2002, helpful agency input had been incorporated into the Framework. Subcommittee members, state agency Executives and IT Managers adopted the "*Core System Framework*". In addition, the group discussed the Subcommittee charter. The group weighed the effectiveness of alternative ways the Subcommittee could evaluate Core System proposals and report its findings to the ISB.
- Later in March 2002 the Framework debuted with the Information Processing Managers Association and was enthusiastically received by agencies.

Note: The *Core System Framework* raises pertinent project issues for discussion between agency business and technical leaders and the authorizing environment early in the decision making process. It provides agencies with early feedback from the ISB regarding viability of the project's business justification, alignment with enterprise wide direction and priorities, alternatives to evaluate, and pertinent issues to resolve in the feasibility study.

Status

- The Core System Framework is available on the Internet for all agencies to use. A growing number of agencies plan to use it for many of their projects, not just those requiring ISB approval.
- A Charter for the Core Systems Subcommittee is presented for ISB discussion and adoption.

Issues

- The Subcommittee should conduct its review of a Core System Proposal early in the process before the agency invests in a full feasibility study. It should identify issues that need special analysis, and make recommendations to the ISB regarding the project. The Subcommittee should not be a decision making body. The Subcommittee debated whether it should act as an advocate for the project with the ISB if that action is warranted. It was decided that the advocacy role was appropriate if this occurred prior to feasibility study approval.

- The Core Systems Subcommittee can provide substantial value for agencies as they develop investment proposals. For this to materialize however, the ISB should carefully weigh Subcommittee recommendations and avoid duplicating Subcommittee questioning and analysis when possible.

Recommendation

DIS recommends the adoption of the Core Systems Subcommittee Charter.

Information Services Board
Core System Framework

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ISB Home

Core System Framework Graphical Version

1 Assess Current System

- [System Trends & Alerts](#)
- [Requirements Profile](#)
- [Enterprise Opportunity Assessment](#)
- [Decision Point 1](#)

2 Preview Business Justification

- [Alternatives](#)
- [Impact Analyses](#)
- [Business](#)

Introduction to the Core Systems Framework

The Core Systems Framework is a toolset designed to assist agencies with the monitoring, assessment, justification, and analysis of their respective core systems. The Framework serves to facilitate and inform the discussion between an agency and members of the Information Services Board about proposed or existing IT systems. These tools have been developed specifically to provide guidance to agencies that currently have or will have projects subject to oversight, the issues and questions are those that of greatest interest to members of the ISB.

Although agencies are encouraged to use the tools contained in this Framework, many already subject their projects to internal reviews and employ tools to monitor the health and well being of their systems. However, agencies have experienced greater success with their IT proposals when they make use of similar tools and develop answers to the questions and issues

Benefits

- [Benefits](#)
- [Charter](#)
- [Glossary](#)
- [Core Systems Flow Chart](#)
- [Comments](#)

Information Services Board
Core System Framework

Decision Point 1 | **Decision Point 2** | **Decision Point 3** | **Decision Point 4**

Tools:

Assess Current Status	Preview Business Justification	Feasibility Study & Investment Plan	Project funding decisions
System Trends & Alerts	Impact Analyses	Develop Feasibility Study	Develop Decision Package
Requirements Profile	Alternatives	Develop Investment Plan	
Enterprise Opportunity Assessment	Business Justification Outline	ISB Decision Considerations	

☐ **Agency Decision Point 1:**
Problem or opportunity justifies developing business case

☐ **ISB Subcommittee Review:**
Business Justification

☐ **Agency Decision Point 2:**
Proceed with Feasibility Study?

☐ **ISB Decision Point:**
Approve Investment Plan

☐ **Agency Decision Point 3:**
Go/No Go

☐ **Decision Point:**
Approve Funding (Gov/OFM & Leg.) NOTE: Sometimes funding can occur before Decision Point 3

Drilldown Flow Chart of Core Systems Framework

[Glossary](#)

[Core System home](#)

Information Services Board Core Systems Subcommittee Charter

(Version March 14, 2002)

Article I. Name

The name of this subcommittee shall be the Information Services Board (ISB) Core Systems Subcommittee.

Article II. Purpose

The purpose of the ISB Core Systems Subcommittee is to develop a framework for state agencies to use to analyze core systems. In addition, the Subcommittee will provide early ISB engagement with state agencies concerning information technology (IT) projects for agency core systems.

Article III. Goals

The goals of the Core Systems Subcommittee are:

- Provide Advice to the agency prior to the investment in a full feasibility study
- Explore Enterprise-wide/ Multi-agency use of the project, and
- Make recommendations to the ISB on the viability of the project prior to the feasibility study

Article IV. Membership and Meetings

Membership will consist of no fewer than four current ISB members and may rotate after one year. The subcommittee members may select a Chair.

Meetings shall be held every two months during the interim month of normal ISB meetings, or as needed. Meetings shall be open to the public.